



WDE600- WISE
Attendance and Membership
and
WDE601- WISE
Annual District Report

Data Collection Training
May 1, 2014



WDE600-

WISE Attendance & Membership

Technical

- Overview of Data Collection
- Important Dates
- Collection Documents
- State Report Manager (SRM)
- Data Elements
- Data Submission Process
- Downloadable Reports
- Questions

Content

- Converting D. E. Student Milestone Data
- Contact Information
- Questions



Overview of Data Collection

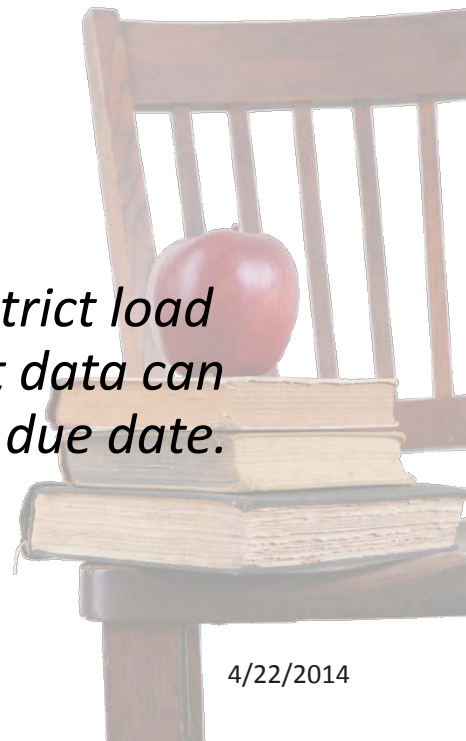
- WDE600
 - The WDE600 is the official collection for student-level attendance, membership, and unexcused absence data. This data is used in the Wyoming education resource block grant model. The data is also used in a variety of federal reports.
 - W.S. §21-2-203; W.S. §21-3-110(a)(v); W.S. §21-13-101 through W.S. §21-13-331
 - WDE Rules and Regulations, Chapter 8



Important Dates

- Collection Window
 - May 30 – June 16, 2014
- Due Date
 - June 16, 2014

Note: It is highly recommended that each school district load data by Monday, June 9, 2014. This will ensure that data can be validated and errors can be corrected before the due date.



Collection Documents

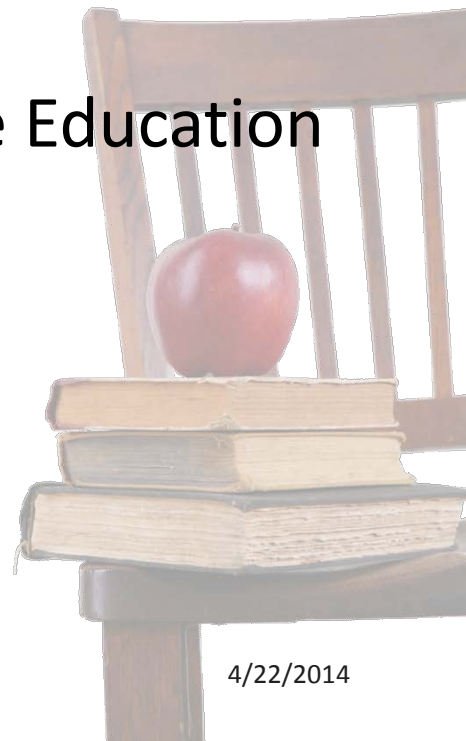


- <http://portals.edu.wyoming.gov/wise/>
 - Data Elements and Business Rules
 - SRM Guidebook
 - WDE600 Collection Guidebook
 - Slides from today's presentation
- <http://tcs.wenvideo.net/tcs>
 - Recording of this presentation



State Report Manager

- The State Report Manager (SRM) is designed to enable school districts to load, review, and validate their data before submitting it to the state
- Summary Reports and Charts available to download and review
- Part of the Wyoming Integrated Statewide Education (WISE) Data System
 - Secure
 - Efficient
 - Consistent

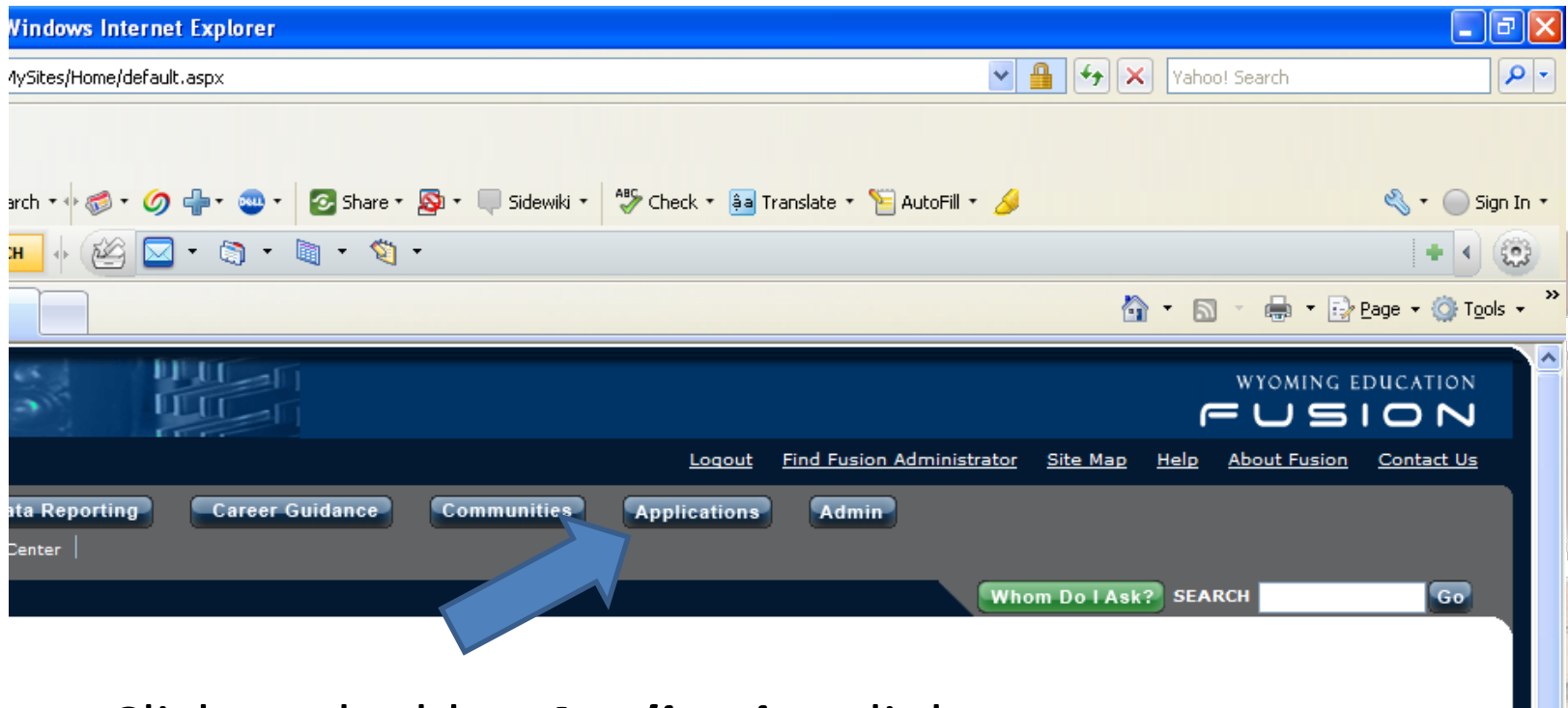


State Report Manager

- Accessing the SRM
 - Available on the Wyoming Education Fusion Portal:
 - <https://fusion.edu.wyoming.gov>
 - Contact your district Fusion Administrator for access
 - The SRM is located on the “Applications” tab
 - Locate the WDE600 under “Current State Reports”
 - Select “Run a Trial”



Accessing the SRM



Click on the blue ***Applications*** link


Accessing the SRM



The screenshot shows the SRM web application interface. At the top, there is a dark blue header with a navigation bar containing links: [Logout](#), [Find Fusion Administrator](#), [Site Map](#), and [Help](#). Below this is a secondary navigation bar with buttons for [Data Collection](#), [Data Reporting](#), [Career Guidance](#), [Communities](#), [Applications](#), and [Admin](#). A third navigation bar lists various systems: [CourseWalk](#), [PAWS Admin](#), [Grants Management System](#), [State Report Manager](#), [Wyoming Transcript Center](#), and [Communication Center](#). On the right side of this bar is a green button labeled "Whom Do I Ask?" and a search bar. Below the navigation bars is a section titled "My Applications" which contains a list of links: [CourseWalk](#), [Directory Manager](#), [Grants Management System](#), [PAWS Admin](#), [State Report Manager](#), and [Wyoming Transcript Center](#). An arrow points to the "State Report Manager" link in this list. To the right of the list, the text "Click on the State Report Manager Link" is displayed in a large, bold, black font.

Click on the State Report Manager Link

Accessing the SRM

**Albany County School District #1**

ESP Solutions Group
State Report Manager™

Logout: albany1

[Need Help?](#)

Welcome to the Wyoming Department of Education State Report Manager

WDE has identified the following state reports. Please select a state report by clicking on a name below:

Current State Reports

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status
SifCheck - Filtered WDE600 SIF Objects (2010-2011)	Aug 1, 2009		Run a Trial		
SifCheck - Filtered WDE685 SIF Objects (2010-2011)	Aug 15, 2010		Latest Trial	03-23-2011 8:37pm	NOT SENT
			Backup Trial	03-23-2011 9:05am	NOT SENT
WDE425 Special Education (Nov 2010)	Nov 1, 2010	Nov 12, 2010	Sent Trial	11-04-2010 10:02am	SENT
WDE427 Special Education (Jun 2010)	May 17, 2010	Jun 11, 2010	Sent Trial	06-03-2010 2:31pm	SENT
WDE427 Special Education (Jun 2011)	May 17, 2011	Jun 10, 2011	Run a Trial		
WDE600 Attendance and Membership (Jun 2010)	Jun 1, 2010	Jun 15, 2010	Sent Trial	06-18-2010 11:54am	SENT
WDE600 Attendance and Membership (Jun 2011)	Jun 1, 2011	Jun 15, 2011	Run a Trial		
WDE601 District Annual Financial Report (2009-2010)	Jul 1, 2010	Aug 12, 2010	Sent Trial	10-08-2010 1:08pm	SENT
WDE601 District Annual Financial Report (2010-2011)	Jul 1, 2011	Aug 12, 2011	Run a Trial		
WDE602 Salary Schedule (Oct 2010)	Oct 1, 2010	Oct 27, 2010	Sent Trial	09-29-2010 7:23am	SENT
WDE602 Staff Employment, Assignments, and Experience (Oct 2010)	Oct 1, 2010	Oct 27, 2010	Sent Trial	01-12-2011 6:50am	SENT

This will take you to the SRM. You will only see links to the collections for which you have rights.

Data Elements

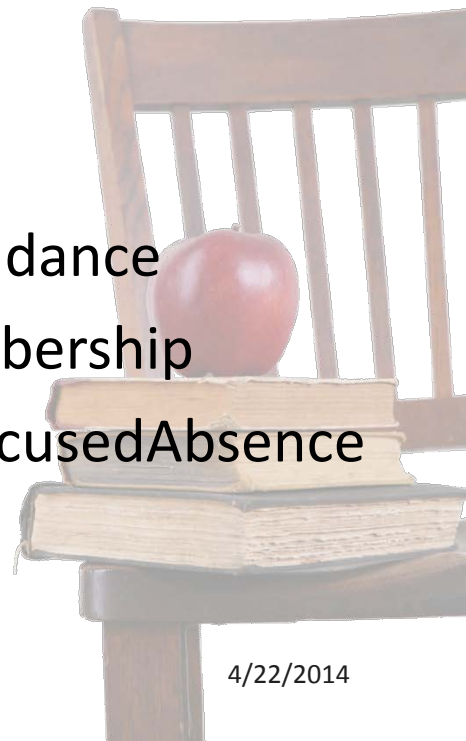
- 19 total data elements
 - 17 required
 - ✓ Data must be provided
 - 2 optional
 - ✓ Data should be provided if available



Data Elements

Required Elements

- DistrictID
- SchoolID
- WISERID
- StudentLastName
- StudentFirstName
- StudentGradeLevel
- StudentDateOfBirth
- StudentGender
- AsianRace
- BlackRace
- IndianRace
- PacificIslanderRace
- WhiteRace
- HispanicEthnicity
- StudentAggregateAttendance
- StudentAggregateMembership
- StudentAggregateUnexcusedAbsence



Data Elements

Optional Elements

- StudentMiddleName
- StudentNameSuffix

Note: These elements are optional on the State Registration System and WDE data collections, but highly recommended.



State Registration System (SRS)

- The SRS is an application for securely assigning and obtaining unique ID numbers for both students and school district staff members. It is available within the Wyoming Education Fusion portal.
- The Wyoming Department of Education (WDE) is responsible for maintaining the SRS and providing technical assistance.
- The system's purpose is not to track student movement across the state.
- This application is inaccessible to the general public; it is to be used by school district personnel.



State Registration System (SRS)

The following elements will be verified against the State Registration System (SRS)

- WISERID
- StudentLastName
- StudentFirstName
- StudentDateOfBirth
- StudentGender



WISER ID

- Every K-12 student in Wyoming is required to have a WISER ID.
- The WISER ID is considered a confidential record and should be handled as such.
- Each public school district is responsible for assigning or acquiring WISER IDs for each of their students.
- Each district is also responsible for storing and maintaining the WISER IDs within their Student Information Systems.



Student Legal Name

- Pursuant to WS §21-2-203, the Wyoming Department of Education requires full legal names on student level data collections and within the Student Registration System.
 - Additional information on Student Legal Name reporting can be found on the WISE website
✓ <http://portals.edu.wyoming.gov/WISE/>



Student Last Name

- Accepted values are letters, spaces, hyphens, apostrophes, and the number “3”.
- No spaces should exist between prefixed or hyphenated last names.
 - MacArthur not Mac Arthur
- Punctuation shall be included in all segments of the name.
 - Example: O'Connor, Jones-Drew



Student Last Name

- Unless otherwise noted by identification documents, the abbreviation “St.” in the last name should always be followed by a period and a space, as in the following example:
 - St. Michael
- Do not omit the space, as in “St.Michael”.



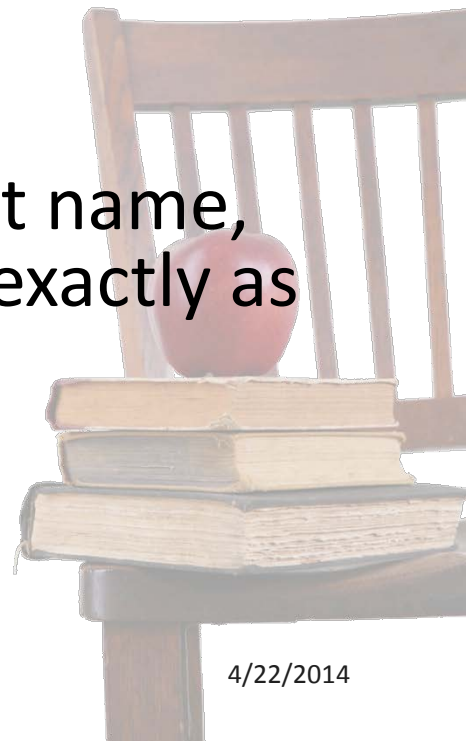
Student Last Name

- Last name prefixes such as De, La, O, Van and Al, and lower case prefixes such as el, al, ibn, and ha, should be entered as part of the last name.
 - Example: el-Erian
- In case a person has two or more last names, use a space or hyphen in between them, exactly as it appears on the legal documents.
 - Example: Jones-Drew



Student First Name

- Accepted values are letters, spaces, hyphens, apostrophes, and the number “3”.
- The full first name must be used. Please do not enter an initial.
- Full first names must be used.
 - Example: “William” not “Will” or “Billy”
- In case a person has more than one first name, use a space or hyphen between them, exactly as it appears on the legal documents.
 - Example: Anne-Marie



Student Middle Name

- Please use the student's legal middle name as it appears on their legal documents.
- Accepted values are letters, spaces, hyphens, apostrophes, and the number "3".
- Middle Name can contain an initial. Enter a period after an initial.
- This element is optional on the State Registration System and WDE data collections, but highly recommended.



Student Name Suffix

- This is a generation indicator such as “Jr” or “III”.
- The only allowable characters are letters and periods.
- This element is optional, but highly recommended if known.



Nicknames

- Nicknames are not to be used in the Student Registration System or on any WDE data collections.
- Nicknames are not to be entered in the Middle Name field.



Questions?



Ethnicity and Race Reporting Guidance

- Six fields are used to report a student's Race and Ethnicity:
 - HispanicEthnicity
 - AsianRace
 - BlackRace
 - IndianRace
 - PacificIslanderRace
 - WhiteRace



Ethnicity and Race Reporting Guidance

- Valid values for all six fields are: Y or N (Y=Yes, N= No)
- None of these fields can be left blank. If HispanicEthnicity = Y (Yes), at least one of the race data fields must also be Y (Yes).
- All race fields cannot be reported as N (No).



Questions?



Data Elements

- StudentAggregateAttendance
 - Aggregate number of days the student was present during the days of operation
 - Numeric value greater than or equal to 0 with 1-3 numbers before the decimal and optionally, 3 numbers after the decimal (examples: 75, 100.525)



Data Elements

- StudentAggregateMemebership
 - Aggregate number of days the student was present for days of operation plus the aggregate number of days the student was absent for the days of operation
 - When a student is absent more than ten consecutive calendar days, all those days beyond ten are deleted. A student who withdraws is dropped from membership the day after withdrawal
 - Numeric value greater than or equal to 0 with 1-3 numbers before the decimal and optionally, 3 numbers after the decimal (examples: 75, 100.525)

Data Elements

- StudentAggregateUnexcusedAbsence
 - Aggregate number of days the student was absent, as defined by the local board of trustees, of any student required to attend school when such absence is not excused to the satisfaction of the board of trustees by the parent, guardian, or other person having control of such student
 - Numeric value greater than or equal to 0 with 1-3 numbers before the decimal and, optionally, 3 numbers after the decimal (examples: 5, 100.825)

Data Submission Process

- ✓ Compile Data
- ✓ SRM Trial
- ✓ Correct Errors
- ✓ Review Warnings
- ✓ Certify
- ✓ Archive Files and Reports
- ✓ Coordinate with Data Steward for final validations



Fix Errors in SIS

- Correct errors in your district's SIS
 - Reduce number of errors in the future
 - Reduce amount of time to submit future collections



Downloadable Reports

- What is available?
 - Student Roster by School
 - Violations by School
 - ADA/ADM
- What is the need?
 - Accuracy
 - Completeness
 - Sensibility
 - Populate the WDE100
 - Document Archiving



Questions?

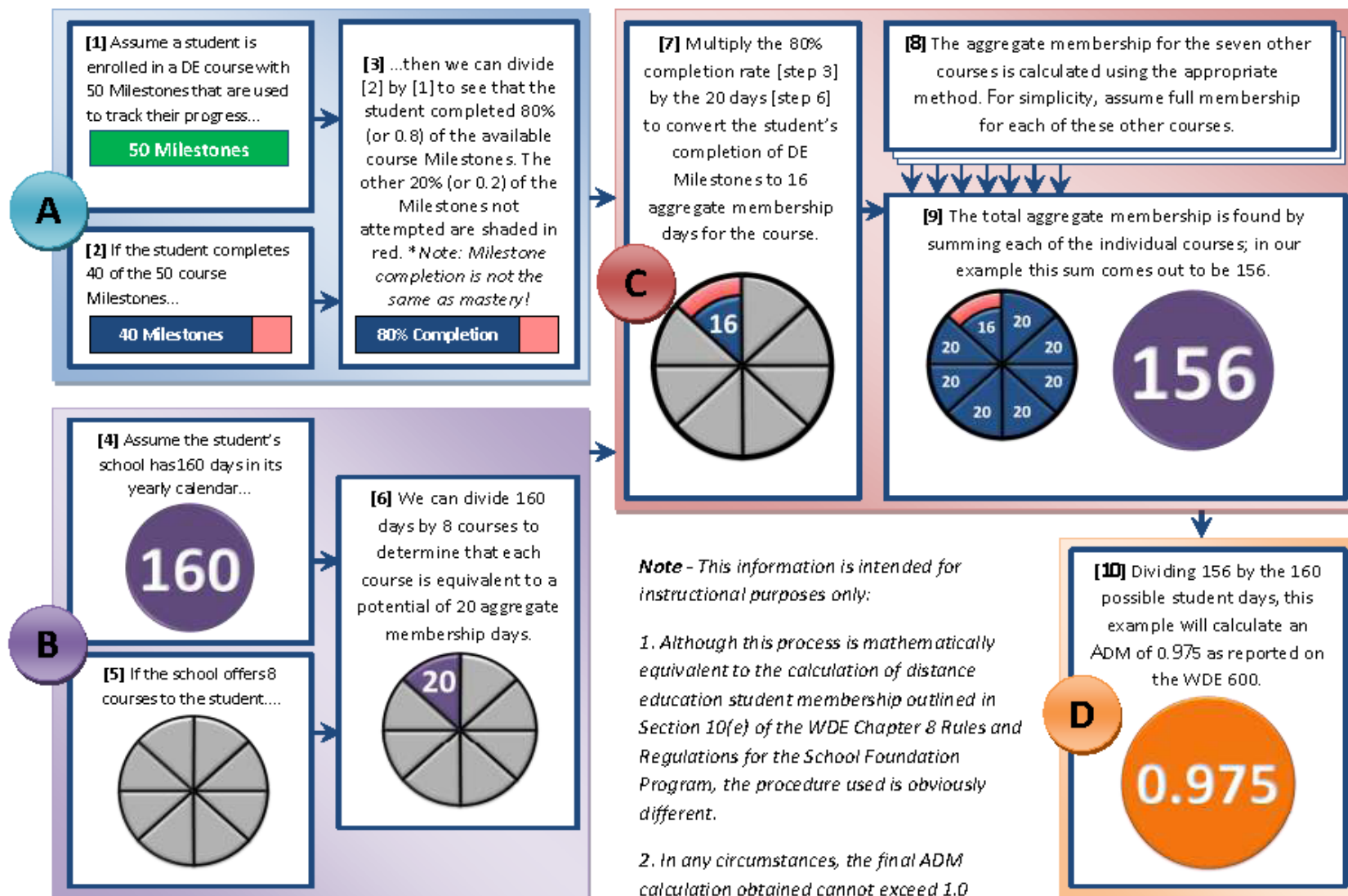


Content

- Converting Distance Education Student Milestone Data
 - Additional information can be found on the Wyoming Switchboard Network at the following link:
✓ <http://wyomingswitchboard.net/Policy/ADM.aspx>



Understanding the Calculation of Average Daily Membership (ADM) Involving Distance Education Courses



Distance_Ed_ADM_Calc - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Acrobat Team

Paste Font Alignment Number Styles Insert Delete Format Cells Sort & Filter Find & Select

B39 fx

	A	B	C	D	E	F	G	H
1	Distance Education ADM Calculation Tool							
2	This worksheet is optional. It is intended to be used as a tool to calculate ADM for distance education students.							
3								
4								
5	District ID - Name:		Contact Name:					
6	Contact Phone:		Contact Email:					
7								
8							<i>Calculated Output</i>	
9	1	2	3	4	5	6	Per Course:	
10	WISER ID	School ID	Milestones	Milestones Completed	School Days	School Courses	Aggregate Days	
11								
12								
13								
14								
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31								

Instructions Distance Ed ADM Data Distance Ed ADM \$

Ready 100%

Distance_Ed_ADM_Calc - Microsoft Excel

PivotTable ...

Home Insert Page Layout Formulas Data Review View Develop Acrobat Team Options Design

Paste Clipboard Font Alignment Number Styles Cells Editing

A7 WISER ID

	A	B	C	D	E
1	Distance Education ADM				
2	Calculation Tool Summary				
3	This worksheet is optional. It is intended to be used as a tool to calculate ADM for distance education students.				
4	The Pivot Table below must be refreshed upon initial entry or changes to data in the sheet "Distance Ed ADM Data" by right clicking on the cell labeled "Sum of Aggregate Days" and selecting "Refresh"				
5					
6	Sum of Aggregate Days				
7	WISER ID	School ID	Total	0.00	
8	(blank)	(blank)	#DIV/0!		
9					

Instructions Distance Ed ADM Data Distance Ed ADM Summary

Ready 166%

Questions?

- Don't want to ask over the WEN? Contact us after the training.



WDE600 Contacts



Kim Morrow

- Data Steward
- 307.777.6000
- Kimberly.morrow@wyo.gov



Leslie Zimmerschied

- WISE Project Manager
- 307.777.3656
- Leslie.zimmerschied@wyo.gov



Distance Education Contacts



Scott Bullock

- Distance Education Consultant
- 307.777.7418
- Scott.bullock@wyo.gov



Lachelle Brant

- Education Program Consultant
- 307.777.3679
- Lachelle.brant@wyo.gov



Up Next:

WDE601

WISE Annual District Report



WDE601- WISE Annual District Report

- ✓ Overview of Data Collection
- ✓ Collection Documents
- ✓ Important Dates
- ✓ What's New
- ✓ State Report Manager (SRM)
- ✓ Data Files
- ✓ Data Elements
- ✓ Business Rules
- ✓ Data Submission Process
- ✓ .CSV File Format
- ✓ Downloadable Reports
- ✓ Contact Information
- ✓ Questions



Overview of Data Collection

- WDE601
 - The WDE601 WISE Annual District Report collects revenue and expenditure data from each school district for the fiscal year just ended. This data collection is used by the Wyoming Department of Education (WDE) in Statistical Report Series No. 3, other required federal reports and for funding model validation.
 - W.S. §21-2-203; W.S. §21-3-110(a)(v); W.S. §21-2-117(a)(i); W.S. §21-13-101 through W.S. §21-13-331
 - WDE Rules and Regulations, Chapter 5, 8, and 20

Collection Documents

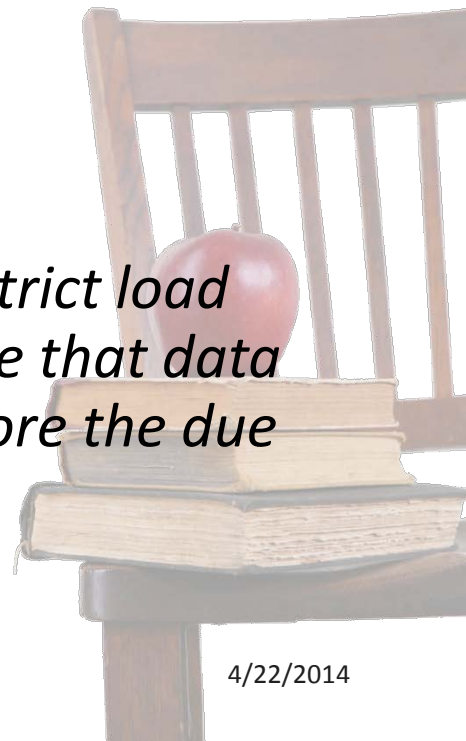
- <http://portals.edu.wyoming.gov/wise/>
 - Data Elements and Business Rules
 - SRM Guidebook
 - WDE601 Collection Guidebook
 - Slides from today's presentation
- <http://tcs.wenvideo.net/tcs/>
 - Recording of this presentation



Important Dates

- Collection Window
 - July 1 – August 12, 2014
- Due Date
 - August 12, 2014

Note: It is highly recommended that each school district load data by Tuesday, August 5, 2014. This will ensure that data can be validated and errors can be corrected before the due date.



What's New?

- New school codes have been added

0101032 Notch Peak Elementary

0501013 Douglas Intermediate School

0706056 Wind River High School

1901017 Lincoln Elementary

- Object codes name and definition updates:

414 Technology Equipment for Students (Non-Capitalized)

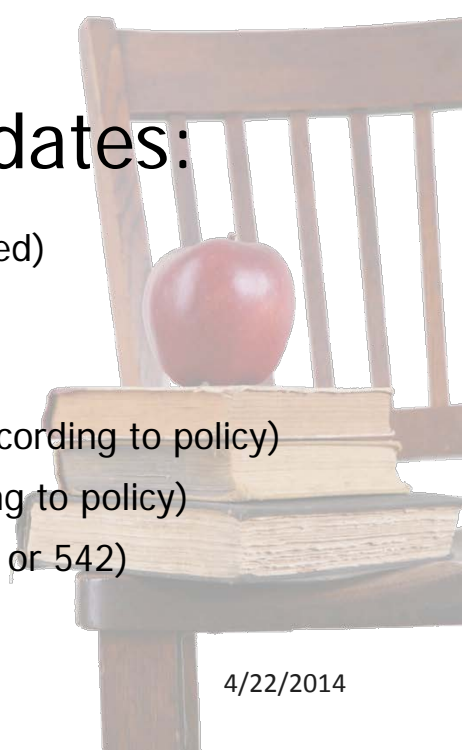
415 Technology Equipment for Staff (Non-Capitalized)

418 Non-Capitalized Equipment

541 Technology Equipment for Students (capitalized according to policy)

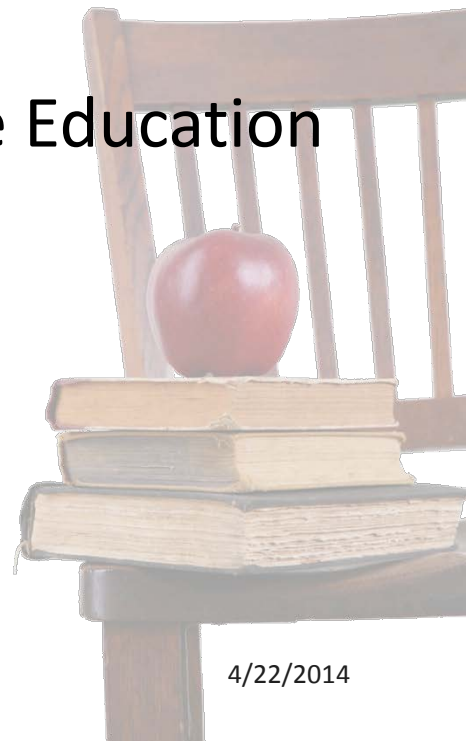
542 Technology Equipment for Staff (capitalized according to policy)

544 Technology Intangible Assets (not categorized in 541 or 542)



State Report Manager

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- Summary Reports and Charts available to download and review
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 - Secure
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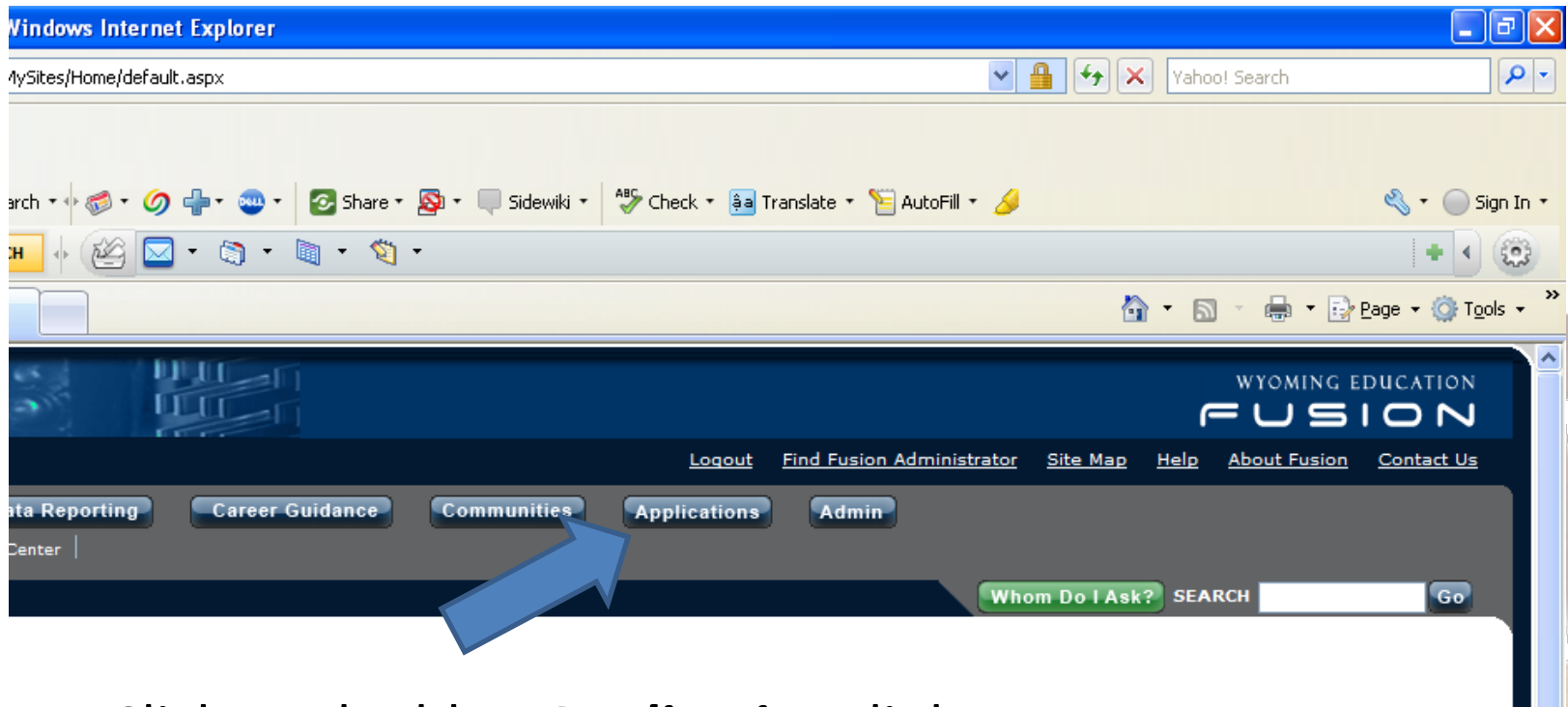


State Report Manager

- Accessing the SRM
 - Available on the Wyoming Education Fusion Portal:
 - <https://fusion.edu.wyoming.gov>
 - Contact your district Fusion Administrator for access
 - The SRM is located on the “Applications” tab
 - Locate the WDE601 under “Current State Reports”
 - Select “Run a Trial”



Accessing the SRM



Click on the blue ***Applications*** link

Accessing the SRM




The screenshot shows the SRM web application interface. At the top, there is a navigation bar with links for [Logout](#), [Find Fusion Administrator](#), [Site Map](#), and [Help](#). Below this, there are buttons for [Data Collection](#), [Data Reporting](#), [Career Guidance](#), [Communities](#), [Applications](#), and [Admin](#). A secondary navigation bar contains links for [CourseWalk](#), [PAWS Admin](#), [Grants Management System](#), [State Report Manager](#), [Wyoming Transcript Center](#), and [Communication Center](#). On the right side of the navigation bar, there is a green button labeled [Whom Do I Ask?](#) and a search bar labeled [SEARCH](#).

Below the navigation bar, there is a section titled **My Applications**. This section contains a list of links: [CourseWalk](#), [Directory Manager](#), [Grants Management System](#), [PAWS Admin](#), [State Report Manager](#), and [Wyoming Transcript Center](#). An arrow points to the [State Report Manager](#) link.

Click on the State Report Manager Link

Accessing the SRM

**Albany County School District #1**

ESP Solutions Group
State Report Manager™

Logout: albany1

[Need Help?](#)

Welcome to the Wyoming Department of Education State Report Manager

WDE has identified the following state reports. Please select a state report by clicking on a name below:

Current State Reports

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status
SifCheck - Filtered WDE600 SIF Objects (2010-2011)	Aug 1, 2009		Run a Trial		
SifCheck - Filtered WDE685 SIF Objects (2010-2011)	Aug 15, 2010		Latest Trial	03-23-2011 8:37pm	NOT SENT
			Backup Trial	03-23-2011 9:05am	NOT SENT
WDE425 Special Education (Nov 2010)	Nov 1, 2010	Nov 12, 2010	Sent Trial	11-04-2010 10:02am	SENT
WDE427 Special Education (Jun 2010)	May 17, 2010	Jun 11, 2010	Sent Trial	06-03-2010 2:31pm	SENT
WDE427 Special Education (Jun 2011)	May 17, 2011	Jun 10, 2011	Run a Trial		
WDE600 Attendance and Membership (Jun 2010)	Jun 1, 2010	Jun 15, 2010	Sent Trial	06-18-2010 11:54am	SENT
WDE600 Attendance and Membership (Jun 2011)	Jun 1, 2011	Jun 15, 2011	Run a Trial		
WDE601 District Annual Financial Report (2009-2010)	Jul 1, 2010	Aug 12, 2010	Sent Trial	10-08-2010 1:08pm	SENT
WDE601 District Annual Financial Report (2010-2011)	Jul 1, 2011	Aug 12, 2011	Run a Trial		
WDE602 Salary Schedule (Oct 2010)	Oct 1, 2010	Oct 27, 2010	Sent Trial	09-29-2010 7:23am	SENT
WDE602 Staff Employment, Assignments, and Experience (Oct 2010)	Oct 1, 2010	Oct 27, 2010	Sent Trial	01-12-2011 6:50am	SENT

This will take you to the SRM. You will only see links to the collections for which you have rights.

Data Files

4 files for submission

- Revenue File
- Expenditure File
- Bond Election File*
- Home School File*

* optional files



Data Elements

Revenue File (8 total data elements)

■ Required

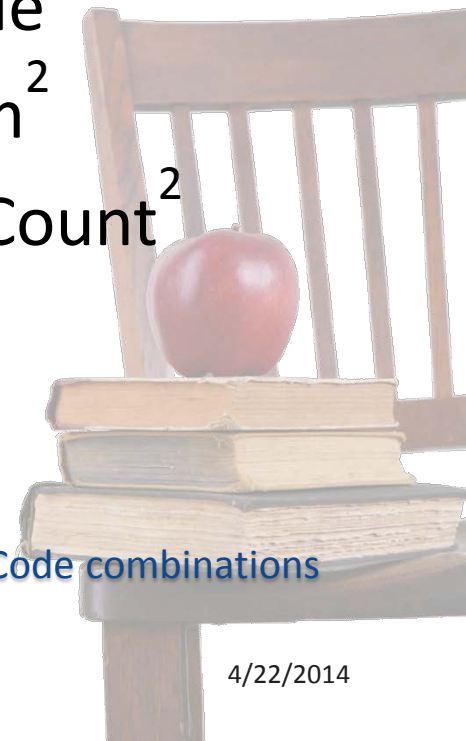
- DistrictID
- FundGroupCode
- RevenueSourceCode
- TargetID
- Amount

■ Conditional

- FundCode¹
- PaidFrom²
- StudentCount²

¹FundCode will only be required for certain FundGroupCode and RevenueSourceCode combinations

²PaidFrom and StudentCount are only used for reporting tuition revenues



Data Elements

Expenditure File (9 total data elements)

■ Required

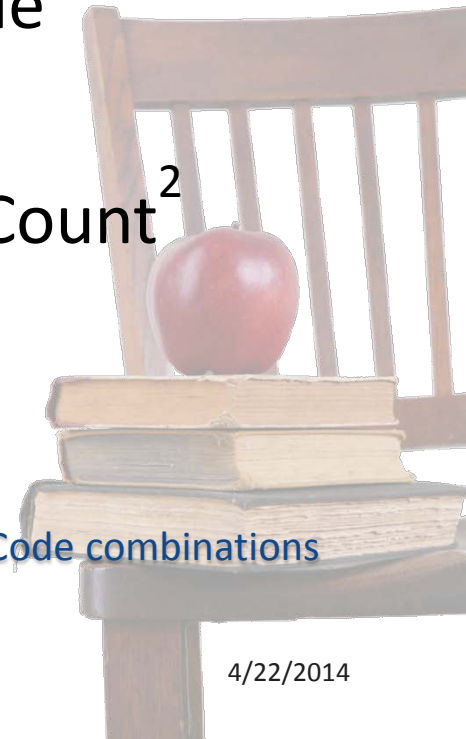
- DistrictID
- FundGroupCode
- FunctionCode
- ObjectCode
- TargetID
- Amount

■ Conditional

- FundCode¹
- PaidTo²
- StudentCount²

¹FundCode will only be required for certain FundGroupCode and RevenueSourceCode combinations

²PaidTo and StudentCount are only used for reporting tuition expenditures



Data Elements

Bond Election File* (4 total data elements)

- **Required (if submitting file)**
 - DistrictID
 - ElectionDate
 - Passed
 - Amount

*Districts will only submit this file if they have a bond election to report



Data Elements

Home School File* (3 total data elements)

- **Required (if submitting file)**
 - DistrictID
 - HomeSchools
 - Students

*Districts will only submit this file if they have home school students to report



Questions?



Business Rules

- Business rules are a set of validations to ensure data are accurate
- Available online at:
<http://portals.edu.wyoming.gov/wise/>



Data Submission Process

- ✓ Compile Data
- ✓ SRM Trial
- ✓ Enter Data into SRM
 - Manual entry
 - .CSV import
 - or Both
- ✓ Correct Errors
- ✓ Review Warnings
- ✓ Certify
- ✓ Archive Data and Reports
- ✓ Coordinate with Data Steward for final validations



.CSV File Format



Revenue

- DistrictID
- FundGroupCode
- RevenueSourceCode
- FundCode
- TargetID
- PaidFrom
- StudentCount
- Amount



Expenditure

- DistrictID
- FundGroupCode
- FunctionCode
- ObjectCode
- FundCode
- TargetID
- PaidTo
- StudentCount
- Amount

*Details on .CSV file formats are available on the WISE site under WDE601 data elements
<http://portals.edu.wyoming.gov/wise>

.CSV File Format

Revenue Column Formats

TEXT NUMBER TEXT NUMBER NUMBER

	A	B	C	D	E	F	G	H
1	DistrictID	FundGroupCode	RevenueSourceCode	FundCode	TargetID	PaidFrom	StudentCount	Amount
2	0101000	20	84200	090101T1A00	0101000			9456.11
3	0101000	01	81111		0101000			26472.66
4	0101000	01	81120		0101000			9194.44
5	0101000	01	81510		0101000			7028.33
6	0101000	01	81590		0101000			2125.44
7	0101000	01	81990		0101000			4201.97
8	0101000	01	82130		0101000			8635.00
9	0101000	01	82140		0101000			5684.09
10	0101000	20	81100 OTHER		0101000			31506.63
11	0101000	20	83200 INST FACIL		0101000			170259.80

EXAMPLE ONLY

.CSV File Format

Expenditure Column Formats

TEXT NUMBER TEXT NUMBER NUMBER

	A	B	C	D	E	F	G	H	I
1	DistrictID	FundGroupCode	FunctionCode	ObjectCode	FundCode	TargetID	PaidTo	StudentCount	Amount
2	0101000	01	1210	111		0101000			515413.11
3	0101000	01	1210	113		0101000			169859.98
4	0101000	01	1210	211		0101000			42732.11
5	0101000	01	1210	213		0101000			12739.45
6	0101000	01	1210	221		0101000			56954.00
7	0101000	20	1200	270	090101T1A00	0101000			24935.00
8	0101000	20	1200	270	090101T2A00	0101000			23130.33
9	0101000	20	1200	300	OTHER	0101000			15673.98
10	0101000	20	1200	300	SMR SCHI	0101000			900.66

EXAMPLE ONLY

Downloadable Reports

- Violations Summary
 - ✓ Errors and Warnings grouped by File
- WDE601 Code List
 - ✓ Valid Fund Codes
 - ✓ Valid Function Codes
 - ✓ Valid Object Codes
 - ✓ Valid Revenue Source Codes
 - ✓ Valid Target IDs
- WDE601 Detail Report
 - ✓ All Expenses
 - ✓ All Revenues
 - ✓ Tuition Expenses
 - ✓ Tuition Revenues
 - ✓ Bond Elections
 - ✓ Home Schools
- WDE601 Annual District Report
 - ✓ Includes Transportation Expenses
- WDE601 Expense Pivot
- WDE601 Revenue Pivot



[Home](#) > [District 0401000](#) > **WDE601 District Annual Financial Report (2009-2010)**

New Trial

Latest Trial

Generated: 04-08-2010 10:06am

Save

Download

Revalidate

Send to WDE

Delete



[Errors \(1\)](#)
[Warnings \(0\)](#)



[Records \(0\)](#)



[Reports](#)

Submitted: This state report has not yet been sent to WDE.



EXAMPLE ONLY



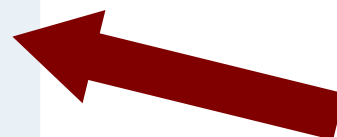
[Home](#) > [District 0401000](#) > [WDE601 District Annual Financial Report \(2009-2010\)](#) > **Latest Trial**

Generated 04-08-2010 10:06am.

Records		Violations	Reports
601Revenues	0		Violations Summary (MS Excel)
601Expenses	0		WDE601 Code List (MS Excel)
601BondElections	0		WDE601 Detail Report (MS Excel)
601HomeSchools	0		WDE601 Annual District Report (MS Excel)
			WDE601 Expense Pivot (MS Excel)
			WDE601 Revenue Pivot (MS Excel)

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Append/Replace



EXAMPLE ONLY

Questions?

Don't want to ask over
the WEN? Contact us
after the training.



WDE601 Contacts



Kim Morrow

- Data Steward
- 307.777.6000
- Kimberly.morrow@wyo.gov



Leslie Zimmerschied

- WISE Project Manager
- 307.777.3656
- Leslie.zimmerschied@wyo.gov



Thank you for attending!

What's coming up?

- 🍏 June Business Manager Training
 - June 11, 2014 in Cody
(combined with Summer WASBO)

